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Approx. dates	Source of instructors	Subject	Hours

b. Did local officials attend above meetings?_____

c. Are training aids devised by the prefecture available for local use?_____

d. Has local agency received and distributed publications prepared by the:

(1) Japan Social Work Association?_____

(2) Minsei-iin Federation?_____

(3) Welfare Ministry?_____

(4) Other (specify)._____

3. Training of Shonen Hogo Shi. (Summarize whatever information can be obtained)._____

4. See Section XVII for critique.

XVII. CRITIQUE.

(Note: This section presents an outline which may be used by the welfare officer in summarizing findings of the review and evaluating the agency's administration. Since the outline is not meant to be all-inclusive or limiting, the welfare officer may adapt it or extend it as circumstances indicate.)

1. Financing (refer to Section I)

a. Evaluate methods of preparing budgeting estimates.

b. Discuss ability of local agency to meet matching requirements.

c. If such has been the case, how have delays in receipts of national and prefectural funds effected the overall program?

2. Scope and Organization (refer to Sections II and III)

a. Comment on scope of agency's program, including all services.

b. Discuss aspects of organization which effect administration (e.g., integration of program, finance, delegation of authority, staffing).

c. Evaluate compilation of statistics as required by prefecture.

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3. Application process (refer to Section IV)

a. Analyze the effect agency's handling of informal rejections has on official count of applications.

b. What phases of the application process might result in restrictions or limitations on the right to apply?

4. Determination of continuing eligibility (refer to Section V)

a. If reports are required from recipients, is there any indication that they constitute a restrictive practice?

b. Do agency procedures provide adequate continuous review?

5. Eligibility requirements other than need (refer to Section VI)

a. Comment on local interpretations of the various eligibility requirements, the methods of establishing eligibility, possible effects on recipients of procedures used, and whether or not the requirements established locally conform with prefectural instructions and national standards.

6. Determination of need and amount of assistance (refer to Section VII)

a. Requirements. Comment on extent to which all requirements are being met, completeness and clarity of instructions, adequacy and currency of standards and cost figures in use, variations from prefecture and national standards and plans, and difficulty encountered in determining requirements.

b. Resources. In determining resources, availability thereof, limitations on possessions, indicate the extent to which recipient is primary source of information, extent to which investigations provide adequate knowledge of resources and are carefully planned, or any indications that resources are under- or over-valued.

c. Amount of payment. Outline any restrictive practices in regard to determining amount of payment.

d. Comment on extent to which needs of recipients are being realistically and adequately met; that procedures in determining need are objective and equitably applied. Also review difficulties the agency has encountered in determination of need.

7. Authorization and methods of payment. (refer to Section VIII)

a. Comment on authorization procedures and disbursement controls.

8. Complaints and appeals. (refer to Section IX)

a. Discuss methods of handling complaints and appeals including use of formal procedures, recording, and change in policy. Discuss freedom of access to appeal procedure.

9. Case records (refer to Section X)

a. Comment on case records maintenance including usability, currency, accuracy, neatness and confidentiality.

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10. Child Welfare (refer to Section XI)

a. Discuss adequacy of the existing program and whether or not the amount of progress in its development since promulgation of the law is what could normally be expected. What have been handicaps in development of the program and how are these being overcome?

b. Are barriers between divisions of the local government being surmounted in implementation of the Child Welfare Law?

11. Disaster Relief (refer to Section XII)

a. Indicate adequacy of local disaster plans in meeting requirements of planning for forecast and emergency phases.

12. Relief in Kind (refer to Section XIII)

a. Comment on effectiveness of controls on relief-in-kind distribution.

b. If such is the case, comment on effects on assistance recipients in not being able to purchase relief-in-kind for their own use.

~~12~~ 13. Private organizations (refer to Section XIV)

a. Discuss relationship between public officials and private organizations

b. Discuss effectiveness of private organizations in regard to meeting community welfare needs.

14. Institutions (refer to Section XV)

a. Comment on local agency's role in supervision of institutions (e.g., do workshops giving training tend to become places of permanent employment; has any attempt been made to standardize accounting procedures).

15. Training of Officials.

a. Comment on adequacy of the training programs.

ADDENDUM

1. Summarize recommendations made to officials present at the review.

2. Summarize recommendations made to other officials.

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Hiketa Day Nursery (Private)

Friday 13 Aug 1948

Hiketa-Mura

Summer holiday at the present time, the teachers are attending Lectures at Zentsuji. Superintendent of this Nursery Aki Abe has been in Charge for 21 years.

The average number of children is 156, who pay ¥20.00 per month. Only 100 children are able to pay, the others are taken in free. The children are fed at the Nursery once weekly.

The children undergo a doctors examination thrice yearly and by teachers once a month. Age range of the children is 4-7. The children perform no work around the area, and attend not school.

Contributions received since first of 1947 amount to:
Com. Chest ¥59,300.00 - used for salary and repair of toilets.
Ind. Contrib. ¥15,055.00 - used for salary.

There are four teachers, one working for nothing, the other three draw ¥1,000.00, ¥1,200.00, ¥1,400.00.

Financial Statement

Date	Amount into Bank	Amount drawn from Bank	Remarks
10 Feb '47	1,000.00		
29 Mar '47	5,000.00		
31 " '47	3,860.00		
15 Apr '47	450.00		
22 " '47	180.00		
24 " '47	80.00		
28 " '47	2,000.00		
1 May '47	300.00		
8 Nov '47		2,000.00	Salary
8 " '47	84.16		Interest
8 " '47	.98		"
29 Nov '47	200.00		
6 Dec '47		2,200.00	Salary
26 " '47	500.00		
4 Jan '48	3,600.00		
29 Mar '48	19,150.00		
23 Apr '48			Comm. Chest
23 " '48	86.63	3,000.00	Salary
24 May '48			Interest
		3,000.00	Salary

/P.T.O.

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28 Jun '48		3,000.00	Salary
12 Jul '48	17,150.00		Comm. Chest
12 " '48		3,000.00	Salary
23 Mar '48	3,000.00		Comm. Chest

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HHH

Date: 13 August 1948

From: Saisei-kai Kagawa Ken Hospital

To: Public Welfare Section. M.G.T.

Subject: Expenditure Report

I submit you a report about the above mentioned subject as follows:-

Income:- During 3 monthesfrom April to June

Charge, paidto hospital for patients under the Daily Life Security Law.	3,771,60
Charge, paid to hospital for patients under the Health Insurance	4,369.50
Charge, paid by general patients	93,292.50
Charge, had to be paid by patients in the last Fiscal year.	10,834.25
Carrying foreward from the last term.	267,887.28
Total	382,115.13

Expenditure:-

Administrative Expenses:

Salaries & Wages	97,611.80
Office Supplies	146.00
Trip Allowance	4,311.50
Printing expense for blank forme of medical charts	3,800.00
Stamp	300.00
Expense for blank forms of medical charts	600.00
Total	106,769.30

Operating Expenses:

Constructed bath-room and Kitchen	27,265.00
Window glasses	1,434.60
Expense for a balance	1,000.00
Expense for brooms	129.00
Expense for small brooms	37.00
For fire-woos	3,209.00

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For light		365.20
For water supply		176.00
For newspaper		51.00
For matches		31.80
For tea		210.00
Pay for day-laborers		1,000.00
For fire insurance		5,250.00
	Total	40,150.60

Medical Expense:

Nirenkyu (name of a medical instrument)	200.00
Repair scales of syringe	420.00
Rubber tube	65.00
Thermometer	95.60
Hydrochloric acid	80.00
Ringers slution	1,066.00
Vitamin B1	760.00
Ethyl chlorid	29.75
Santonine	7,570.65
B.C.G.	2,661.00
Gause & Bandage	996.62
Total	14,704.62

Grand total expenditure

161,712.52

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Sanuki Asylum for Aged

Onishi Mental Hospital

Saiseikai Hospital

Asahimachi Relief Housing

Shinakawaramachi Relief Housing

Miyawaki-cho Relief Housing

Nishihama-cho Relief Housing - along with this inspection, ascomplete inspection of the fishermen's wharves, landings and residence areas was checked to see if the City Sanitation section had seen through with suggestion made by this section and the Public Health Section, They had obliged to some extent.

Police were informed on two occasions of vagrants loitering in the park.

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Sha-Hatsu No.432

To: Governor of Kagawa Pref.

From: Chief of Social Affairs Bureau, Welfare Ministry.

Date: March 24, 1948

Subject: Distribution of LARA relief materials (Shoes)

In connection with the above mentioned subject, this time, we decided to distribute LARA relief materials (shoes) for the social business establishment in your jurisdiction and the repatriates persons as accompanying paper.

Therefore, take note of distribution and handling with attention reading the following matters:

1. Quantity of distribution is as accompanying paper.

2. Outline of distribution.

a) High heel are suitable for women and girls,.so provide them in order of persons who are suffering from one's clogs.

The order of distribution reach to outside of social business establishment and establishment to be admitted.

b) The shoes for men, provide them only persons who are suffering from clogs in staff of excellent social business establishment. But, you may provide them for male staff in the competent section of LARA materials handling of your prefecture with limit of 30 pair of shoes.

c) Each shoe include the one shoe, damaged shoes and excessive shoes, etc, but use them on repairing and manufacture. But, distribute them with compensation at defrayment of local authorities regards with the expenses of repairing and manufacture.

d) When you distribute them, you must not avail yourself of allotment and lattery, etc, but you must provide them to the trury proper persons.

3. a) When you have change of number in shoes at the manufacture and repairing, you must report the effect and result when you finished the distribution.

b) On receipts, you must offer it by former handling, and on the receipts which was provided to individuals, you must offer it on making receipts by joint signature.

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c) **When you need safekeeping for the distribution, you must make effort prevention of burglary to keep strict watch and superintendence.**

Itemization

Place of distribution	Men's	Women's	Children's	Mise	High heel	Total
Kagawa	20	100	40	40	40	290

This is list of distribution in LARA relief materials (shoes).

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Sha-Hatsu-No.471

Date: 29 Mar. 1948

To : Kagawa Prefectural Governor

From: Chief of Social Affairs Bureau, Ministry of Welfare.

Subject: On distribution of the LARA goods.

The 4th LARA goods are allotted for welfare institutes, under your jurisdiction, as the following sheet.

So, you should take trouble to distribute them to the institutes according to the following notes.

-Note-

1. As for the quantity of the LARA goods, allotted, see the following sheet.

2. Jerked beef, among the LARA goods, should be distributed for only child Welfare Institutes and T.B. Sanatoriums, at the rate of 1.5 lbs. per head.

The Jerked Beef was presented by Japaneses, residing in Argentina. It should be cooked according to the following sheet, subjected as "How to cook Jerked Beef".

3. Soy should be distributed to Child Welfare Institues and T.B. Sanatoriums, depending on numbers of their inmates.

The Soy was presented by Japanese, residing in Hawaii. About 1 "go" of Soy should be distributed per head.

4. When you have finished the distribution of the above 2 and 3, you should send a copy of a chart of the allotment to this Ministry. Because, we need it in order to make report about the distribution to the Japanese, residing in Argentina and Hawaii.

5. The foods, allotted at this time, should be consumed during the following three months.

6. The clothings should be distributed impartially to the Institutes, under your jurisdiction, after have checked up numbers of the clothings, packed in each package.

7. If you think that some of the institues, appointed to be allotted the

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4. As for the goods, you can allot the goods to other institutes which were recommended by your prefectural Government, according to the document, Sha-Hatsu-No.51 dated 13 Feb. 1948.

5. Clothings, classified as "Code 15" among the above clothings, are for family use. So, they should be allotted to T.B. Sanatoriums and Homes for the aged.

6. Clothing, for the dumb and blind school, should be distributed not only to boarding-pupils but also to day-pupils, according to their living conditions.

-Note-

Please allot the goods to the following societies.
The 4th Army Goods are allotted for welfare institutes' model
room institution, as the following agency:

TO : Nagano Prefectural Government

FROM: Chief of Social Welfare Bureau, Ministry of Welfare.

Subject: On distribution of the Army Goods.

Lit.On-hei-ani-sdc

No.15

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How to cook the Jerked Beef

1. This Jerked Beef was dried in the sun after excessed with salt, so a lot of Vitamins are contained.

2. At first, you should rub the outside of the Jerked Beef with a rough brush to remove the excess salt. Then cut it into pieces 2 cm square. Steep th them in tepid water for two hours. (not boiling water). Then soak overnight in cold water, before the process of cooking begins.

3. You should let the Jerked Beef simmer for 30 minutes and then add vegetables.

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Kagawa

LOCAL ADMINISTRATION OF
PUBLIC WELFARE

NOMA - MURA.
(Local Agency)

Review made by:
W.O.I. NELSON.

Date: 22. OCTOBER 48.

I. General. Includes information to be obtained from Ken Welfare Department prior to local agency review. Items 2 and 3 are to be checked at time of review.

1. Prefecture Review:

a. Date agency reviewed by Ken representative NOT. Reviewed.

b. Names of reviewers _____.

c. Brief summary of findings _____

d. Ken's evaluation of agency administration _____

2. Case load: As of last day of most recent complete month SEPT 48.
(Where discrepancies are found at time of review, write local data in same space.)

a. Daily Life Security Law

	Cases	Persons	Amt Disbursed
(1) Livelihood Assistance	33	110.	24520 *
(2) Medical Aid	2	2	3,216
(3) Maternal Aid	0	0	0
(4) Funeral Aid	1	1	1.000
(5) Occupational Aid	0	0	0
Totals	36.	113.	~~¥~~28,716

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b. Other Public Welfare Programs

	Cases	Persons	Amount Disbursed
(1) Jido Hogo Ho (Child Welfare Law)	1	1	525.50
(2) Furoji Hogo Taisaku (Juvenile Vagrant's Protection Measure)	0	0	0
(3) Sensai Gakudo Taisaku (War Suf. School Children's Measure)	6	6	
(4) Shonen Ho (Juvenile Delinquency Law)	0	0	
(5) Mifukuinsha Kyuyoho (Undemob. Persons Compensation)	3	13 +9	3,600.
(6) Shohei-in Ho (Disabled Soldier's Home Law)	0		
(7) Risai Kyojyo Ho (Disaster Relief Law)	0		
(8) Suinan Kyugo Ho (Sea Disaster Relief Law)	0		
(9) Kokuritsu Kankain Kei (Ntl Reformatory Law)	0		
(10) Kyosei-in Ho (Correctional Institutions Law)	0 4	4	4
(11) Fujin Hogo Taisaku (Women's Protection Measure)	0		
(12) Korobyonin Oyobi Do Shibonin (Wayfarers' Law)	0		
(13) Seishinbyo Sha Kango Ho (Care of Mentally Ill Law)	0		
(14) Hokkaido Kyu Dojin Hogo Ho (Hokkaido Natives Protection Law)	0		
(15) Shakai Jigyo Ho (Social Work Law)	0		
(16) Koeki Shichiya Ho (Public Pawnshop Law)	0		

TOTALS

3. Financing.

a. Obtain from the Ken the following information for the last previous complete fiscal year and that part of the current fiscal year which has been completed:

(1) Date Ntl Govt funds were sent to local agency	(2) Period covered	(3) Amount	(4) Date Ken funds were sent to local agency		(5) Period covered		(6) Amount	
			(a) For residents	(b) For non-residents	(a) For residents	(b) For non-residents	(a) For residents	(b) For non-residents

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b. At time of review, obtain from local agency records the following information for same period covered in subparagraph a. preceding:

(1) Date Ntl Govt funds received	(2) Period covered	(3) Amount	(4) Date Ken funds revd.	(5) Period covered (a) For residents	(5) Period covered (b) For non-residents	(6) Amount (a) For residents	(6) Amount (b) For non-residents
47.4.30	47.4.1 — 47.5.31	25,600	47.5.26	47.4.1 — 5.31		3,200	
47.6.24	47.6.1 — 47.6.30	8,620	47.6.21	47.6.1 — 6.30		1,160	
47.7.19	47.7.1 — 47.7.31	12,000	47.7.19	47.7.1 — 7.31		1,600	
47.8.22	47.8.1 — 47.9.30	32,500	47.8.19	47.8.1 — 9.30		3,700	
47.10.10	10.1 — 10.31	18,550	47.10.10	10.1 — 10.30		2,560	
47.11.1	11.1 — 12.31	55,790	47.11.1	11.1 — 12.31		6,920	
48.3.8	48.1.1 — 3.31	56,920	48.3.8	48.1.1 — 3.31		5,590	

c. At time of review, obtain from local agency records the following information for each of the previous six months:

(1) Month	(2) Period of payments to recipients	(3) Total amount of Ntl, Ken and local funds disbursed	(4) Balance of Welfare Funds on Hand at End of Month (a) National	(b) Ken	(c) Local	(d) Total
48.4	4.1 — 4.30	22,100	97,320	0	28,790	126,110
48.5	5.1 — 5.31	21,050	80,840	1,975	26,585	109,300
48.6	6.1 — 6.30	21,500	63,640	2,275	24,435	87,800
48.7	7.1 — 7.31	24,700	48,620	5,055	21,965	75,640
48.8	8.1 — 8.31	26,120	27,724	2,443	19,353	49,520
48.9	9.1 — 9.30	24,520	8,108	9	16,892	24,991

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d. Is local agency required to make periodic estimates of future expenditures?

(1) For what programs? _____

(2) For what periods? _____

(3) What procedures are used? _____

_____

_____.

e. How does agency plan and manage to meet required matching of national prefectural funds? _____

_____.

(1) Have there been any occasions on which funds for this purpose have been collected from the community by the agency or by any private organization? _____. Give details. _____

_____

II. METHOD AND SCOPE OF REVIEW

1. Review period: Records from _____ to _____.

2. Time of investigation and investigators:

Name	Date started	Date completed	No. hours

3. Prefecture officials assisting:

Name	Position	No. hrs	Nature of Assistance
MR OTSURO.	W.S. CHIEF.		
" YAMANOTO.	" " A/CHIEF		
" KIOMURA	GUN OFFICE CHIEF.		
" YAMAMOTO.	" " G/A"		
" NIKI	" " W.O.		

4. District (or Gun, Shi, etc.) officials assisting: _____
Field Supervisor _____

5. Local officials interviewed:

Name	Position	Interviewer
MR KIOMURA.		
MR KAWANISNI	VILLAGE CHIEF.	
" KINOSHITA	WELFARE.	
" NIKI		

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6. Other sources of information (conferences, staff meetings, special ropor Prefectural Bureau reports)_____

_____.

7. Records reviewed for period from_____to_____. ("Scheduled" refers to the process of extracting essential information from a case record on a prepared form for later tabulation and study of data/and for spot-checking.)

TYPE OF RECORD	TOTAL	DLSL PA	MED-ICAL	MATER-NITY	OCCUP-ATION	FUN-ERAL
Total reviewed						
Total scheduled						
Total open 6 months or more						
Number scheduled						
Total approved last 6 months						
Number scheduled						
Rejected last 6 months						
Number scheduled						
Total Appeals last 6 months						
Number scheduled						
Others (specify)						
Total read not scheduled						

Comment on selection of records (method of selection, any special considerations)_____

_____

8. Reason for selecting this agency_____

_____

9. Characteristics of community served:

a. Population at present: 5,506 before war 4,900
Social factors:_____

b. Principal industries or crops Soy Sauce Manufactures 28 factories

c. Others (e.g. financial ability):_____

10. Statistical data for review period:

TYPE OF DATA	DLSL PA	MED	OCC	MAT	FUN	CW
No. of Recipients last day of review period						
Percent of prefecture total						
No. applications pending last day of period						
Average payments last month of period						
Rank in prefecture						
Prefecture average (payments)						
Average value of recipients' resources(as recorded)						
Average of recipients' requirements (as recorded)						

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III. LOCAL OFFICE FUNCTION, ORGANIZATION, AND STAFF

1. Area covered: SHI( ) KU( ) MACHI( ) MURA(✓)
Other( ). Specify 4 Buraku Note: For a Shi, indicate the number of Ku; for a Ku, the number of districts; for a Machi or Mura, the number of burakus.
Actually operate 5 Buraku.

2. Programs administered:

a. Livelihood Assistance (✓)
b. Medical Aid (✓)
c. Occupation Aid (✓)
d. Maternity Aid (✓)
e. Funeral Aid (✓)
f. Relief in Kind (✓)
g. Child Welfare Services (✓)
h. Other programs or functions (describe) (✓)
Jinsansho.

3. a. Agency organization: Make a chart of the local government indicating relative position of welfare section and in detail the organization of welfare activities. Attach chart as inclosure.

b. Make a chart of the organization of minsei-iin, indicating parenthetically numbers of minsei-iin (at each level of organization). Attach chart as inclosure.

4. Office space and locations:

a. Describe office space and facilities; location and convenience to clients. Village office in centre of mura. Large & permanent.

b. Are offices or buildings owned: privately —, by prefecture —, by local government —, other (specify) By Village.

5. Office hours (indicate differences for various offices).

	Week days	Saturdays
For Clients	8.12.—1.4.	8.12
Staff	" " " "	9.12

6. Staff of local office (date 20. October 1948). Include child welfare officials assigned to area.

Position (personnel classification)	Auth.	Total No.	Employed No.	Vacancies
Welfare official equal Status	1	1		—

7. Minsei-iin and Child Welfare Worker Caseloads on ~~30 October~~ 31. September 1948. Where number of minsei-iin exceeds 20, copy of form may be left with local officials for completion and later transmitted to welfare officer. If for any reason, such as indications of poor work, items pertaining to qualifisations (occupation, age, education, experience, etc.) may be added.

	a. Minsei-iin (1 line ea.)	b. Number of cases carried over on last day of month							c. Number of applications pending on last day of month							
	Name	Total 1/	DLSL PA	DLSL Med.	Mat.	Occ.	Fun.	Rel. Kind	CW Serv.	Total	DLSL PA	DLSL Med.	Mat.	Occ.	Fun.	Rel. Kind	CW Serv.
(1)	FUJI SHOTARO																
(2)	FUJI KIOSHI																
(3)	SHIOTA KIOKO																
(4)	SUMIAMA MASAKI																
(5)	KINOSHITA GENJI																
(6)	KAWANISHI MITSUE																
(7)	KINOSHITA TOMEKICHI																
(8)	MATSUSHITA ESHIMATSU																
(9)	KINOSHITA FUJIO																
(10)	OGIMOTO SETARO																
(11)																	
(12)																	
(13)																	
(14)																	
(15)																	
(16)																	
(17)																	
(18)																	
(19)																	
(20)																	

1/ Total as reported to prefecture. If different from total of assigned case loads, indicate such difference in a separate line. State whether unassigned or unaccounted for.

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Both sides furnished.

8. What does agency consider a standard case load?

a. For minsei-iin_____

b. For child welfare worker_____

c. Explain variations from standard._____
_____.

d. Do case loads include the population of welfare institutions in the district?_____.

e. If not, how are these recipients handled?_____
_____.

f. What is population of normal minsei-iin district?_____

g. Are any cases handled directly by minsei-iin Cho or by paid officials, including child welfare workers?_____. Explain_____
_____.

9. See Section XVII for critique.

IV. PUBLIC ASSISTANCE: Application Process

1. Where do applicants apply for assistance: at home of minsei-iin_____; minsei-iin kan_____; welfare office_____? Explain any exceptions which are made._____.

2. To whom is application made: minsei-iin____; minsei-iin-cho____; welfare officials____?

3. Are applications for child welfare services handled separately?_____. Handled differently?_____. Explain procedure._____
_____
_____

4. Is applicant informed of all eligibility requirements?_____.(need, residence, responsibile relatives unable to assist, registration at labor exchange, etc.) Indicate items not explained_____

5. Is applicant informed of agency policy and procedure for verifying factors of eligibility?_____. By whom is information given and when?_____
_____

6. Must applicant meet any prerequisite before agency will consider application (Proof of registration at labor exchange, of residence, etc.)?_____. If so, explain_____
_____.

7. a. For what steps in the process of establishing eligibility is applicant responsible?_____

b. What is done to assist applicant if he is unable to assume this re - sponsibility?_____.

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8. Is application signed by applicant?____. If so, when? (At time of initial interview, after investigation, after proof of eligibility)_____

9. a. Are procedures different for persons who are residents of prefecture but not of local community?_____. If so, explain_____

b. Does residence status effect consideration given by agency?_____. How?_____

10. Requests rejected or otherwise disposed of without formal application:

a. For what reasons are requests rejected?_____.

b. If applicant insists, though considered obviously ineligible, is application taken?_____.

c. What records are kept of rejection or disposition and where are they filed?_____

d. Number of requests rejected from_____to_____: _____

11. If applicant needs assistance before decision on application, how is need met?_____

12. a. Is payment under DLSL of any type of assistance ever authorized prior to establishment of eligibility?_____. If so, what is extent of practice and what is considered sufficient proof to warrant prior payment?_____

b. How soon after first payment is investigation completed?_____.

13. Is there at least one interview with each applicant before any payment? _____. Explain any exception_____

14. Are home visits usually made prior to decision on eligibility?_____.

15. a. What evidences of eligibility are usually obtained independently of applicant (bank clearances, employers' statements, insurance records)?_____

b. What information concerning this procedure is given to applicant?_____.

16. What information is usually requested from references or other agencies?_____

17. What is usual interval between applicant's first request and final decisi_____. Give common reasons for delay._____

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18. Is there a time limit for disposition of applications? No. If so, what action is taken if decision is not made within time limit? _____.

19. Have waiting lists been established during review period? No. If so:

a. Why has this been necessary? _____

b. At what point in procedure have they been established (e.g. before first interview, between first interview and investigation, after investigation)? _____.

c. In what order are names taken from the list? _____

d. How many are now (date _____) on waiting list? _____.

20. Is applicant ever advised to withdraw his application? Yes once. If so, in what circumstances and for what reasons?
Considered to be ~~without~~ able to work

21. What assistance is given to rejected applicants to obtain needed services?
Mayor has arranged for employment at a factory

22. Give titles of welfare officials responsible for recommending, reviewing and making final decisions in types of action listed:

TYPE OF ACTION	Action recommended by	Action Reviewed by	Final decision by
a. Approval for assistance	Johan Fun	W. O.	Mayor
b. Amount of Payment	" "	" "	"
c. Change in Payment	" "	" "	"
d. Suspension	" "	" "	"
e. Reinstatment	" "	" "	"
f. Continuing Payment	" "	" "	"
g. Cancellation of Award			
h. Rejection- Formal	Both	Both by Hansei-in	followed by a
i. Rejection - Informal		written form	from Mayor

j. Explain deviation from above procedure _____.

23. Are recommendations of minsei-iin or local officials frequently changed prior to final decision? Yes. If so, by whom and in what circumstances?
New Rates coming into effect M.I. not yet fully acquainted.

24. How are applicants notified of following decisions?

a. Application approved — In each case a
b. Application rejected - formal — written notification
c. Application rejected - informal — from the Village office.
d. Changes in payment
e. Discontinuance and suspension of payment
f. Referral for institutional care

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V. PUBLIC ASSISTANCE: Determination of Continuing Eligibility

1. How often is eligibility reviewed? Twice monthly by M.I. & once monthly by W.O.

2. By whom are reviews made? "

3. Method of determining continuing eligibility:

a. What is usual method (e.g. home visits, office interviews, other)? Home visits. "

b. Do procedures provide for a personal interview? Yes. Explain any circumstances in which personal interviews are not held. None.

4. What eligibility factors are considered?

a. Need? ✓
b. Last visit to ~~labor exchange~~? E.S.O. ✓
c. Ability of relative to support? ✓
d. Others (specify)? Earnings etc.

5. Are cases formally reapproved after review? Yes. By whom? Village Offici
Describe procedure. " "

6. By what devices does agency know when redeterminations are due? N.A.

7. How are addresses of recipients, including recipients in institutions, kept current? By Visits.

8. By what means does agency check on death of recipients (e.g. clearance with public health section, family registration section, etc.)? N.A. Village too small

9. Does agency plan to see recipients between periodic reviews? No.
If so, discuss (e.g., place, frequency, purpose)

10. Does agency maintain any regular collateral contacts (e.g., employers, labor exchange, responsible relatives, etc.)? Yes.

11. Is responsibility placed on recipient for informing agency of changes in eligibility? No. If so, describe method and any reports required periodically.

12. Does agency ever discontinue payment without supported evidence of ineligibility? No.

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13. Does agency ever suspend payments? Yes.

a. If so, in what circumstances? Misconduct. Because widow was friendly with man. No basis reason. Case was thrashed out.

b. If not, is there a method by which reinstatement of discontinued grants can be made promptly?_____. Describe._____

14. Is the discontinuance of payment always effective within 30 days after agency had the facts necessary to determine that a recipient is no longer eligible? Yes. If not, explain exceptions. Temporary assistance can be arranged with Mayor's OK.

15. What service does agency provide after payment is discontinued? Entered as record then Needy family given their case priority in distribution of materials.

16. See Section XVII for critique.

VI. PUBLIC ASSISTANCE: Eligibility Requirements Other Than Need

Note: The purpose of this section is to furnish a framework for analysis of the effect of each eligibility factor in the administration of public assistance. In order to accomplish this purpose, some of the questions are stated in general terms.

For each factor consider prefecture or local interpretations and methods of determining eligibility which significantly (1) limit eligibility more than the Daily Life Security Law requires, (2) adversely affect recipients, (3) operate to delay the granting of assistance, (4) present undue administrative difficulties or (5) afford examples of unusual resourcefulness or constructive program development.

In order to make such an analysis, it will be necessary to obtain the basic facts concerning the agency interpretations and methods of making determinations on each factor. These basic facts should be recorded if any of the points listed above (1 through 5) is relevant or if local practice departs substantially from prefecture instructions, provisions or national standards. If, however, the prefecture instructions are followed and results of local practices appear to be satisfactory, it is not necessary to record in detail the methods of verification or similar information.

1. Willingness to work. What are local practices concerning the requirement that persons capable must:

a. Have a will to work } Considered
b. Not neglect their work } Considered
c. Make an effort to maintain themselves_____

2. Is registration and maintenance of contact with local labor exchange required? No. Explain procedure for verification. No ticket issued?

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3. Quality of behavior. What are local practices concerning the provision that persons of "indifferent behavior" are not eligible? Not. Good. old Japanese customs used. How is quality of behavior determined? ?

4. Support by responsible relatives.

a. What are local practices concerning support by relatives? Contact by M. I.

b. How is existence of responsible supporter determined? Contact by M.I.

c. How is supporter's ability to assist investigated? Contact by M.I.

d. If relatives are unwilling to contribute, are any further steps taken by agency to secure contributions? ____. If so, describe. No case occurred up to present time

5. Residence.

a. What are local practices concerning residence requirements? ____

b. What is local definition of "residence"? When a person requests for destitution.

c. Is official registration of applicants checked? ____.

d. Are needy non-residents given assistance? Yes. Temporary until verification for last place of residence.

e. Are needy non-residents shipped to place of official registration? No. Set policy.

f. Are payments made to residents temporarily outside limits of jurisdiction (give circumstances and procedure)? Yes as above.

6. Citizenship. What are local practices concerning citizenship of applicants? Same treatment no preference

7. Other eligibility requirements? persons are required to submit ~~Home~~ details of spending each month.

8. Are there difficulties or problems in establishing particular factors of eligibility? ____. If so, describe. No.

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9. Are persons otherwise eligible excluded because eligibility factors cannot be determined by the prescribed methods? No. If so, to what extent?

_____

_____

_____

10. Does availability or lack of other community resources for service or care affect local interpretations or eligibility requirements?____. If so, describe._____

_____

_____

11. See Section XVII for critique.

VII. PUBLIC ASSISTANCE: Determination of Need and Amount of Assistance.

1. Requirements.

a. For each of the requirements listed in the table below, select the standard being used locally, and indicate opposite the requirement by entering the Arabic numeral of the immediately following subparagraph which describes the standard used. (Inclose with the completed review copies of any available standards and cost data).

(1) As given in prefecture instructions, e.g. the quantity and cost figures established as standard by prefecture.

(2) Locally established cost figures for prefecture quantity standard.

(3) Both quantity standard and cost figures as established locally.

(4) Payment of actual cost, as obtained from recipient. If maximums have been established beyond which local agency will not meet the actual cost, specify the maximums set.

(5) Locally established fixed amount per individual or family.

(6) National standard total budget varied according to number of persons in family.

(7) Other locally established standard. Describe._____

_____

_____

(8) No standard.

(9) Enter if the requirement is ordinarily omitted from assistance plans.

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REQUIREMENTS	Standard in use	Remarks
(a) Food		
(b) Rent		
(c) Upkeep of own home		
(d) Fuel		
(e) Light		
(f) Water		
(g) Clothing		
(h) Personal Upkeep		
(i) Transportation		
(j) Insurance		
(k) Education, recreation		
(l) Health		
(m)		
(n)		

b. For each requirement for which local agency has adopted standards which differ from those in the prefecture plan or from national standard, complete the following:

Requirement	Source, basis for, or method of establishing cost figures (e.g., locally developed standard, published standard)	Cost figure prepared by whom	Date of last revision

c. What modifications are made in local food standard for:

(1) Special diets_____

(2) Size of family (e.g., percentage increase for large family)

_____

(3) Other (specify)_____

_____

d. Indicate what is provided in local standard for:

(1) Rent_____

_____

(2) Upkeep of own home: Taxes( ); repairs( ); payment of interest( ); payment of principal( ); insurance( ); _____( ).

(3) Fuel, light, water_____

_____

(4) Clothing_____

_____

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(5) Household supplies_____

(6) Education, recreation_____

c. What is agency's plan for including the following as requirements in assistance plan? (Indicate in what types of cases and what cost figures or other standards have been adopted.)

(1) Personal services for recipient (e.g., housekeeping service, guide services)_____

(2) Health and medical care_____

(3) Sheltered care_____

(4) Expenses connected with employment_____

(5) Other (specify)_____

d. How are cost figures used in including requirements in assistance plans? (Secure copy of any local form for recording assistance plan.)

(1) Standard cost figures used entirely( ).

(2) Standard cost figures adapted to individual's requirements by including cost according to applicant's information if (check one or more if applicable):

(a) Equal to cost figures ( )
(b) Above cost figures ( )
(c) Within range of cost figures ( )
(d) Less than cost figures ( )
(e) If adaptation is made when applicant's information indicates an amount less or more than cost figure, in what instances, and in accordance with what local agency policies?_____

(f) If practices noted above vary between requirements, indicate extent and types of variation._____

(g) How are non-recurring or seasonal requirements included in assistance plans (e.g., by including total requirements in one month, by spreading over several months or year)?_____

(h) See Section XVII for critique.

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2. Resources.

a. Indicate for each of the types of resource below, by check in the proper column, usual practices in making investigations:

Type of Resource	Investigation made		Usual Source Consulted (check one or both)	
	Routinely	Selectively	Recipient	Collateral source
(1) Real property:				
(a) Residence				
(b) Other				
(2) Cash: (a) on hand				
(b) deposit				
(3) Securities				
(4) Insurance policies				
(5) Pensions, compensation				
(6) Employment:				
(a) Recipients				
(b) Others				
(7) Earnings other than wages				
(8) Contributions from relatives				
(9) Other				

b. Real property:

(1) Method of estimating value_____

(2) How is income from property considered in determining amount of assistance payment?_____

(3) Methods of investigation_____

c. Savings, securities, chattels:

(1) Method of estimating value of securities and chattels_____

(2) Methods of investigation_____

d. Insurance.

(1) Methods of investigation_____

(2) Does agency require or recommend adjustment of insurance in any instance?____. If so, explain circumstances and action by agency. _____

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(3) Describe any other local practices or policies concerning insurance_____

_____

c. Pensions, compensation (Comment on any phases of local practices and policies concerning Workmen's Compensation, Welfare Pensions, industrial pensions, and other regularly paid benefits.):_____

_____

_____

_____

_____.

f. Employment.

(1) Methods of investigating employment of recipients and determining amount of wages._____

_____

_____

(2) Are wages of other members verified by independent investigation?_____. If so, explain, indicating in what instances, and what use is made of information concerning wages of: ...,
Spouse:_____
Other members of family in need ,_____

_____
Other members of self-supporting family_____

_____

(3) What portions of total wages of the following are included as income in making assistance plan:
(a) Recipient (or grantee)_____
(b) Spouse_____.
(c) Children_____
(d) Other members of household in need_____
(e) Other members of self-supporting family_____

g. How is amount of earnings other than wages determined and how taken into account in the assistance plan for:

(1) Business enterprises:_____

_____

_____

(2) Garden or farm produce (for family consumption)_____

_____

(3) Garden or farm produce (sold)_____

_____.

(4) Boarders_____

_____

(5) Other (specify)_____

_____

_____

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h. Contributions from relatives.

(1) On what basis is income from relatives included in the assistance plan (e.g., known contribution, expectation of contribution, ability to contribute)?_____

i. Are any types of resources disregarded in making the assistance plan (e.g., wages of minor children, home grown produce, earnings of blind persons)?____. If so, indicate type of resource and why disregarded.

j. How does agency make adjustments in assistance plans for non-recurring and seasonal income?_____

k. Limitation on ownership of resources (in terms of yen value) as a factor of eligibility and use of property controls (e.g. liens, assignments, liquidation or forced disposal, use of trust funds).

	Limitation on Ownership					Type of Control
	PA	MED AID	MAT AID	VOC AID	BIR AID	
(1) Real Property						
(2) Savings and cash						
(3) Negotiable assets						
(4) Life insurance						
(5)						

(6) If no specified maximum is set in prefecture plan or locally for these resources, what standards are used to determine whether individual is in need?_____

l. Is transfer of property a basis for denying assistance?____. If so, explain, indicating categories and the basis on which determinations are made

m. See Section XVII for critique.

3. Method of Determining Need.

a. Do agency's methods provide for learning from recipient his circumstances and living arrangements that affect his need?____. How is the information used in determining need?_____

b. What is the agency's method of determining recipient's need in each of the following living arrangements? (Indicate whether or not total family need is determined, and method of determining recipient's requirements and resources when living in these family groupings.

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(1) Spouse only_____

(2) Children and grantee only._____

(3) Family in need of assistance._____

(4) Self-supporting family._____

c. Who is considered essential to recipient's well-being and therefore affecting his need? (Explain how their requirements and resources are considered.)

(1) Spouse_____

(2) Parents or persons acting as parents_____

(3) Others performing essential services_____

d. If family requirements and resources are determined, does the difference between total requirements and total resources affect the need of the eligible person (e.g. use of family deficit as recipient's need)?____. If so, explain method used and types of case situation_____

4. Amount of payment.

a. If recipient is living in a family group, are common household expenses considered part of his need?____. If so, in what types of cases?_____

b. What consideration is given to needs of legal dependents of recipients?_____.

(1) If through resources of recipient, explain who are considered legal dependents and method of determining amounts provided to meet their needs._____

c. How is assistance plan made for recipient residing in institution?

(1) In private welfare institution (e.g., per capita cost, per capita cost minus income, fixed amount per capita)_____

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(2) In hospital for temporary care_____

_____

(3) What consideration is given to requirements not provided by the institution?_____

_____

d. Are assistance payments always equal to total need of recipients as determined by the agency?____. If not, is adjustment of payment made by:

(1) Fixed percentage of requirements (specify percent)_____

(2) Fixed percentage of deficit (specify percent)_____

(3) Other method (specify)_____

_____

e. If assistance payments are less than total need of recipient (except when due to maximum on payments):

(1) Why are adjustments necessary?_____

_____

_____

(2) On the basis of what factors was adjustment formula decided?

_____

_____

(3) By whom are adjustments made?_____

_____

f. If total need is in excess of established standard, are adjustments made in all cases using:

(1) Table II (governor's authority)_____
(2) Table III (Ministry's authority)_____
(3) Explain local procedure_____

_____

_____

g. When amount of payment is affected by limitations on funds, are adjustments ever made by reduction in amounts included for requirements?____. If so, explain, including requirements effected and method of making adjustment._____

_____

_____

h. Were administrative reductions for any period made during past year?____. If so, indicate:

(1) Dates effective_____.

(2) Basis of reduction (e.g., percentage, flat amount)_____

_____

(3) Made in all cases simultaneously or as cases were reinvestigated._____

_____

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i. Are there limitations on the maximun payment which may be made? ____. If so:

(1) What local maximums are there?_____.

(2) Is total need of recipient determined and recorded?____.

(3) How is unmet need provided for?_____

_____

j. See Section XVII for critique.

VII PUBLIC ASSISTANCE: Authorization and Methods of Payment

1. What constitutes the authorization for payment (e.g., standard form, payroll)?_____

2. Who officially authorizes payment?_____

3. Are changes ever made by higher echelons in the amount of payment authorized?_____.

4. What information is given on the authorization:

a. Case data (other than name, address, and amount of payment)_____

_____

b. If birthdates and school grades are not shown, are they available?_____.

c. Is amount claimed for matching shown (if different from total payment)?_____.

(1) If not, where is it recorded?_____

5. Where are payments prepared?

a. Prefecture office ( ) c. Local fiscal office ( )
b. Local agency office ( ) d. _____ ( )

6. From what office are payments made?

a. Prefecture office ( ) c. Local fiscal office ( )
b. Local agency office ( ) d. _____ ( )

7. How are payments delivered to recipient:

a. If to recipient in hand, where?_____

b. When recipient is in hospital or nursing home._____

c. When recipient is institutionalized outside jurisdiction?_____

d. Under other unusual circumstances? (Specify)_____

_____

8. If payments are delivered to someone other than the recipient in any instance:

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a. How does recipient indicate to whom payment is to be made?_____

(1) What record does agency keep of recipient's instructions?

b. Are payments ever made to ninsei-iin who then makes delivery?_____.

9. Are supplementary payments made?_____. If so:

a. In what circumstances (e.g., medical care, non-recurring needs)?

b. Approximately how many were issued in last month of review period?_____.

c. Describe methods of delivery and handling, if in any way different from those outlined in items 5 through 8

10. What is the usual interval between date of authorization and date of payment to recipient?_____.

11. Discuss any steps in the mechanics of payment which cause delays (e.g., interval between authorization and preparation of payroll):

a. For initial payment

b. For changes in payment

12. Payments to guardians:

a. For how many recipients are payments made to guardians?_____

b. What persons serve as guardians (e.g., relatives, court officials)?_____. Indicate the nature of their services (e.g., care of recipient, control of expenditures)

c. What part does agency take in guardianship proceedings?_____

d. How are costs of guardianship paid?

(1) Initial costs

(2) Continuing costs

e. What accounting do guardians make of funds handled?_____

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13. Are payments ever handled under power of attorney?_____. If so, describe arrangements and agency's part in them._____

14. Do agency policies permit release of allowance after death of recipient? _____.

a. Who may receive such payment._____

b. Indicate any difficulties the agency has encountered in making payments involving deceased recipients._____

15. What records of payments are kept in the local agency office?_____

a. Are these records available to the Minsei-iin or child welfare workers?_____.

16. Are there any practices which raise questions of restricted payment (e.g., in making payment to persons in an institution, handling of funds by agency staff, withholding of checks)?_____

17. See Section XVIIfor critique.

IX. PUBLIC ASSISTANCE: Complaints and Appeals

1. What does agency consider a complaint?_____

a. On what basis is it determined whether a request is an inquiry, complaint, or appeal?_____

b. What is the usual procedure in handling complaints made in the following circumstances? (Describe, including staff responsibility for handling and supervision, promptness of handling, and method of follow-up.)

(1) In person to minsei-iin_____

(2) In person to minsei-iin kan-cho, or minsei-iin Cho_____

(3) By letter or telephone_____

(4) To other local official_____

(5) Referred from prefecture office_____

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(6) By others on behalf of clients_____

c. Are there differences in procedures for handling complaints according to subject, emphasis, or repetition?____. If so, describe_____

d. Is there any formal review, such as hearing or review by local board or agency committee, for complaints?____. If so, describe, indicating in what circumstances it is used._____

e. Approximately how many complaints are received monthly?_____. What are the most common reasons for complaints?_____

f. What records, reports, and analyses are made of the number of and reasons for complaints? (If statistical or other analyses are available, attach copies)_____

g. How is analysis of complaints (formal or informal) used?

(1) In modification of policies and procedures _____

(2) In supervision_____

2. Appeals.

a. On what occasions and how are individuals notified of the right to appeal? (Indicate the occasion or enter "none" in each space).

(1) First request_____
(2) Application_____
(3) Approval_____
(4) Rejection_____
(5) Closing_____
(6) Change in payment_____
(7) Complaint_____
(8) _____

(9) Are there planned exceptions to the above?____. If so, describe._____

b. Are any printed (or otherwise duplicated) notices other than those stipulated by the prefecture agency used?____. If so, describe use and attach copies._____

c. Are prefecture rules and regulations governing appeal available locally for examination by any interested person?____.

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d. May appeals be made from all types of agency action regarding eligibility and amount of payment (e.g., denial of opportunity to apply, rejection of application)?____. If not, specify types not subject to appeal.
_____
_____

e. May appeals involving all types of factors be made (e.g., employability, need)?____. If not, specify types and reasons_____
_____.

f. In what circumstances does agency encourage individual to appeal?
_____
_____

g. In what circumstances does agency discourage appeal?_____
_____
_____

h. Are there any agency procedures with which individual must comply before he may file an appeal?____, If so, describe and attach copies of written procedures._____
_____
_____

i. What are the steps between appeal and prefecture agency hearing? (Describe, including (1) preliminary review, (2) assistance to applicant in preparing for hearing and arranging attendance and representation, (3) materials given to prefecture agency and/or appellant, (4) prefecture agency assistance to local agency).____
_____
_____
_____
_____
_____

j. Who from local agency attends hearing? (Give positions and describe participation)_____
_____
_____

k. How and when is a prefecture agency decision on appeal put into effect and what methods of follow-up are used? _____
_____
_____.

l. Is a copy of the record of hearing on file in local agency?____. If so:

(1) What is the type of record?_____
_____.

(2) Is it available for examination of appellant?____.

m. How many appeals were filed during period reviewed (or most recent period for which data are available)?_____. Give reasons for appeals. Indicate manner in which they were disposed. (Attach available data.)_____
_____.

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n. How is analysis of appeal cases used?

(1) In modification of policies and procedures?_____

_____

_____

(2) In supervision?_____

_____

_____

o. See Section XVII for critique.

X. PUBLIC ASSISTANCE: Case Records.

1. Type of case record:

a. Household basis? ( )
b. Separate record for each type of assistance? ( )
c. For each individual recipient? ( )
d. Other?_____ ( )

2. Content of case record:

a. Forms

(1) Face sheet ( )
(2) Application ( )
(3) Record of assistance plan ( )
(4) Authorization of payment ( )
(5) Recertification ( )
(6) Other (specify) ( )
(7) _____ ( )

b. Other

(1) Narrative ( )
(2) Correspondence ( )
(3) Verifications ( )
(4) Other (specify)_____ ( )
(5) _____ ( )
(6) _____ ( )

c. Are all data relating to recipient's eligibility, including verifications, filed in case record?____. If not, where?_____.

d. Is case record material uniformily arranged?____. Comment on arrangment._____

_____.

e. Are case records current? (1) Narrative?____ (2) Forms?____. (3) Reinvestigations?____. (4) Correspondence?____. (5) Other case record material_____
If not current, explain._____

_____

f. Describe general form and content of narrative._____

_____

_____

g. Are case records maintained so that all essential facts and dates concerning current eligibility and the amount of payment are readily determined?_____

_____

3. Safeguarding confidential nature of information.

a. What formal action (e.g., rules, regulations, resolutions) has been taken by local agency to safeguard the confidential nature of information?

_____

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b. Who is responsible for safe keeping and filing of case records?____

c. What devices are used for protecting case records (e.g., lock files, charge-out system)?____

d. Who is responsible for approving release of case information?____

(1) Indicate type of information released, to whom given, and method.____

e. Are any reports regarding applicants or recipients filed outside the office of the local agency (e.g., records of liens, payrolls)?____. If so;

(1) Indicate type of records and where filed.____

(2) Are records available to the public?____

(3) What steps have been taken to prevent their use for other than administrative purposes?____

f. Have lists of recipients been used for other than administrative purposes during the last year?____. If so:

(1) By whom and how were they acquired?____

(2) For what purpose were they used?____

(3) What action was taken by agency?____

g. Describe any practices not discussed above which raise questions regarding the confidential nature of information.____

h. See Section XVII for critique.

XI. Child Welfare

1. Jido Fukushi Shi (Child Welfare Officials):

a. How many Jido Fukushi Shi are assigned to area of agency jurisdiction?____.

b. How frequently are the Jido Fukushi Shi in the area?____.

c. Where do Jido Fukushi Shi establish headquarters?____

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d. What types of conferences are held?_____

(1) By whom attended?_____

e. What have been results of Jido Fukushi Shi activities in area?

2. Jido Iin.

a. Are minsei-iin aware of their responsibilities under the Child Welfare Law?_____.

(1) Are all minsei-iin considered Jido-iin?_____.

b. What training have the minsei-iin received in connection with their duties under the Child Welfare Law?_____

3. Shonen Hogo Shi (Probation Officers).

a. Number part-time Shonen Hogo Shi in area._____.
b. Number full-time Shonen Hogo Shi in area._____.
c. How selected and what vocations are represented?_____

d. Describe activities (responsibilities and methods)._____

4. Is there a local Child Welfare Board?_____. Indicate agencies and professions represented._____

5. Where is nearest Child Welfare center?_____

a. What is referral process?_____

b. Number of referrals made since 1 Jan 48_____.

6. Protection of children.

a. Are all dependent and neglected children referred to Child Welfare Center?_____.

(1) What are exceptions?_____

b. Is supervision provided for child welfare cases under care of parents or guardians?_____.

c. How and by whom is supervision maintained of foster homes and children in institutions?_____

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d. Are cases of abuse and neglect referred to Family Courts for legal action to remove children when necessary?_____.

e. Have all agencies within local agency area been approved by governor of prefecture?_____.

(1) Is copy of original application for approval (or comparable information) on file in local agency office?_____.

(2) List those not yet approved._____

_____.

f. Has local agency recommended termination of any child caring agencies? _____. On what basis?_____

_____.

g. Have all nursery teachers met qualifications and passed examinations before "Board of Examination of Nursery Teachers"?_____. Explain exceptions.

_____

_____

7. Is there an inter-departmental committee, composed of members of the welfare, labor, health and education sections, which coordinates activities under the Child Welfare Law?_____.

8. Do all child caring agencies comply with compulsory education regulations? _____. Explain exceptions._____

_____

9. Are child labor regulations enforced in foster homes and institutions? _____. Explain exceptions._____

_____.

10. In last three months, what action has been taken locally in instances of violations of prohibited acts against children?_____

_____.

11. Is confidential nature of child welfare records adequately protected? _____.

12. Maternal and Child Health.

a. How are referrals to Health Centers made in the following instances:

(1) Prenatal and post natal care?_____

(2) "Weak" and handicapped children?_____

(3) Examination of preschool children?_____

b. Have Health Centers' activities included:

(1) Training courses_____on_____

(2) Lectures_____on_____

(3) Distribution of informational material_____on_____

_____

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13. How does local agency plan and manage to meet matching requirements in order to secure available national and prefecture child welfare funds?_____

14. In past three months, how many appeals from decisions under the Child Welfare Law have been filed?_____.

a. Outline how these appeals were handled._____

15. See Section XVII for critique.

XII. DISASTER RELIEF.

1. Are local officials thoroughly familiar with prefecture Disaster Plan?_____.

2. Is there a local plan which conforms with, and is coordinated with, the prefecture plan?_____.

a. What publicity has the local plan received?_____.

3. Are locally responsible persons familiar with the plan?_____.

4. What is the role of the local Red Cross Chapter?_____.

a. How is Red Cross activity to be coordinated with that of official agencies?_____.

b. What Red Cross disaster training programs are now in effect?_____

5. Does local plan provide for immediate reporting to prefecture disaster officials?_____.

a. What alternate means of communication are available in case of telephone or other wire breakdown?_____.

6. Are disaster relief activities of welfare section integrated with plans of police, health, economics, engineering and other governmental divisions?_____. Explain fully._____

7. See Section XVI for critique.

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XIII. RELIEF IN KIND.

1. Distributions made in last two months (In column d(2) enter cost of items if distribution was on a charge basis):

a. Date	b. Items	c. For whom designated	d. Type of distribution (1) Free	d. Type of distribution (2) Cost
昭7 8.12	蚊帳	引揚者の中の生活困窮者		1
〃 8.30	女児服（5～10才）	生活困窮者で必要のある者		6
9	古レ			

一部補助金有

2. How was eligibility determined, and by whom? 民生協議会にかけて、今までに配給のなかった者にきまして配給した。

3. What items were turned over to organizations for distribution?

a. Date	b. Items	c. Distribution Organization

d. What checks were made to assure proper distribution?_____

4. From what agency were allotments of goods and instructions for distribution received?_____

a. What discrepancies existed between goods allotted and amount received?_____

(1) If discrepancies existed, what corrective action was taken by both receiving and allotting agencies?_____

b. Explain any discrepancies between amounts received and amounts distributed._____

5. Describe types of receipts obtained from recipients and accounting records (attach copies)_____

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a. Is a permanent file of receipts and records maintained?_____

6. When items have been distributed on a purchase basis, have recipients of public assistance been able to purchase the amounts allotted?____, If not, explain._____

7. See Section XVII for critique.

XIV PRIVATE ORGANIZATIONS.

1. List all private welfare organizations in local agency jurisdiction:

a. Name of Organization	b. Zaidan Hojin (yes or no)	c. Service function	d. Source of funds

2. In the past year, what lump-sum subsidies of national, prefectural or local funds have been made?

a. Date	b. Organization to which made	c. Amount of subsidy	d. Reason granted	e. Authorized by:

3. Is there a local organization which serves as a central clearing, coordinating, or general community organization and which includes public as well as private welfare agencies?_____. Describe organization and operation._____

4. What duties do local welfare officials perform for the private organizations, what percentage of working time is utilized and what offices in the organizations are held by officials:

a. Organization	b. Duties performed	c. % Working time	d. Offices held by:

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5. Do private organizations use official channels for transmittal or receipt of directives?_____

6. See Section XVII for critique.

XV. INSTITUTIONS.

1. In the following table list all institutions in area of local agency jurisdiction:

a. Name of institution	b. Type	c. Public Quasi-public Private	d. Operated by:	e. Supervised by:	f. Inmates (1) Receiving PA	f. Inmates (2) Not Eligible

2. Has local agency established, or are there local ordinances, with which all institutions under local agency supervision must comply in regard to standards:

a. Of care?_____
b. Of personnel?_____
c. Of management?_____
d. Of accounting?_____

e. Describe those standards or ordinances which do exist._____

f. Is there a licensing procedure?_____

(1) If so, how frequently are licenses reviewed?_____
(2) Who issues licenses?_____

3. For those institutions which are supervised locally:

a. How frequently are inspections made by welfare officials?_____
b. How frequently are inspections made by health officials?_____
c. How frequently are inspections made by fire officials?_____
d. What other officials make inspections?_____
e. How frequently are accounts audited?_____. By whom?_____

4. List most frequently encountered inadequacies found by local officials.

_____

a. What action is taken when inadequacies are found?_____

_____

(1) What is follow-up procedure?_____

_____

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5. Does local office make assistance payments for inmates of national or prefecture supervised institutions?_____

6. How are amounts of assistance determined for inmates of:

a. Public institutions?_____

b. Private institutions?_____

7. How are amounts of administrative expense determined for:

a. Public institutions?_____

b. Private institutions?_____

8. See Section XVII for critique.

XVI. TRAINING OF OFFICIALS AND OTHERS.

1. Training of local officials (include immediate subordinates of section chiefs).

a. Formal education (if of senmon gakko or university level, indicate major subject):

Official	School (name if senmon gakko or university)	Number yrs. completed	Major subject

b. What special training have officials had during past six months?

Approx. dates	Sponsor	Subject	Hours

2. Training of Minsei-iin.

a. What formal training sessions have been held for minsei-iin during past six months (do not include the regular meetings of the Minsei-iin Kai)?

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Approx. dates	Source of instructors	Subject	Hours

b. Did local officials attend above meetings?_____

c. Are training aids devised by the prefecture available for local use?_____

d. Has local agency received and distributed publications prepared by the:

(1) Japan Social Work Association?_____

(2) Minsei-iin Federation?_____

(3) Welfare Ministry?_____

(4) Other (specify)._____

3. Training of Shonen Hogo Shi. (Summarize whatever information can be obtained)._____

4. See Section XVII for critique.

XVII. CRITIQUE.

(Note: This section presents an outline which may be used by the welfare officer in summarizing findings of the review and evaluating the agency's administration. Since the outline is not meant to be all-inclusive or limiting, the welfare officer may adapt it or extend it as circumstances indicate.)

1. Financing (refer to Section I)

a. Evaluate methods of preparing budgeting estimates.

b. Discuss ability of local agency to meet matching requirements.

c. If such has been the case, how have delays in receipts of national and prefectural funds effected the overall program?

2. Scope and Organization (refer to Sections II and III)

a. Comment on scope of agency's program, including all services.

b. Discuss aspects of organization which effect administration (e.g., integration of program, finance, delegation of authority, staffing).

c. Evaluate compilation of statistics as required by prefecture.

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3. Application process (refer to Section IV)

a. Analyze the effect agency's handling of informal rejections has on official count of applications.

b. What phases of the application process might result in restrictions or limitations on the right to apply?

4. Determination of continuing eligibility (refer to Section V)

a. If reports are required from recipients, is there any indication that they constitute a restrictive practice?

b. Do agency procedures provide adequate continuous review?

5. Eligibility requirements other than need (refer to Section VI)

a. Comment on local interpretations of the various eligibility requirements, the methods of establishing eligibility, possible effects on recipients of procedures used, and whether or not the requirements established locally conform with prefectural instructions and national standards.

6. Determination of need and amount of assistance (refer to Section VII)

a. Requirements. Comment on extent to which all requirements are being met, completeness and clarity of instructions, adequacy and currency of standards and cost figures in use, variations from prefecture and national standards and plans, and difficulty encountered in determining requirements.

b. Resources. In determining resources, availability thereof, limitations on possessions, indicate the extent to which recipient is primary source of information, extent to which investigations provide adequate knowledge of resources and are carefully planned, or any indications that resources are under- or over-valued.

c. Amount of payment. Outline any restrictive practices in regard to determining amount of payment.

d. Comment on extent to which needs of recipients are being realistically and adequately met; that procedures in determining need are objective and equitably applied. Also review difficulties the agency has encountered in determination of need.

7. Authorization and methods of payment. (refer to Section VIII)

a. Comment on authorization procedures and disbursement controls.

8. Complaints and appeals. (refer to Section IX)

a. Discuss methods of handling complaints and appeals including use of formal procedures, recording, and change in policy. Discuss freedom of access to appeal procedure.

9. Case records (refer to Section X)

a. Comment on case records maintenance including usability, currency, accuracy, neatness and confidentiality.

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10. Child Welfare (refer to Section XI)

a. Discuss adequacy of the existing program and whether or not the amount of progress in its development since promulgation of the law is what could normally be expected. What have been handicaps in development of the program and how are these being overcome?

b. Are barriers between divisions of the local government being surmounted in implementation of the Child Welfare Law?

11. Disaster Relief (refer to Section XII)

a. Indicate adequacy of local disaster plans in meeting requirements of planning for forecast and emergency phases.

12. Relief in Kind (refer to Section XIII)

a. Comment on effectiveness of controls on relief-in-kind distribution.

b. If such is the case, comment on effects on assistance recipients in not being able to purchase relief-in-kind for their own use.

12. Private organizations (refer to Section XIV)

a. Discuss relationship between public officials and private organizations

b. Discuss effectiveness of private organizations in regard to meeting community welfare needs.

14. Institutions (refer to Section XV)

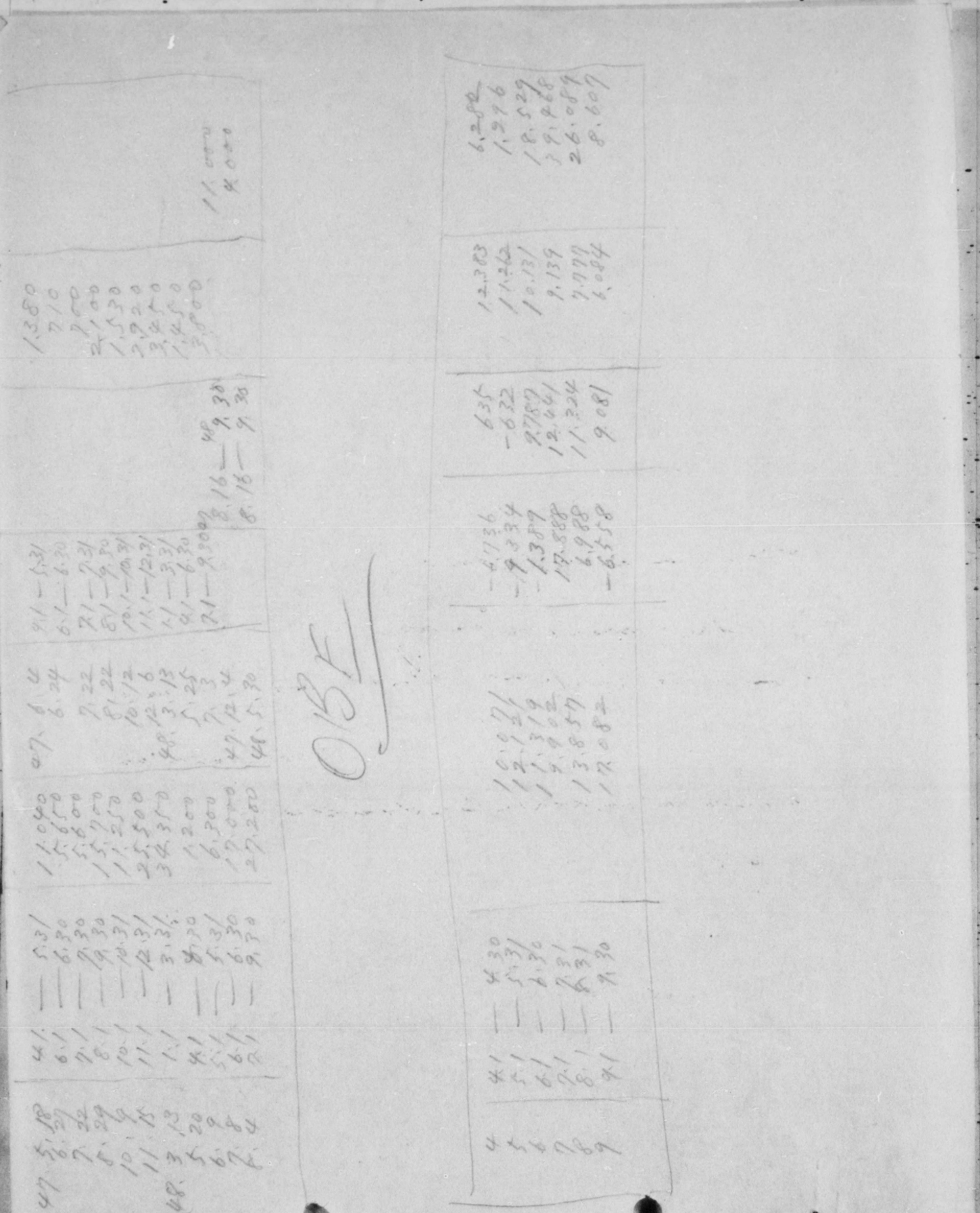
a. Comment on local agency's role in supervision of institutions (e.g., do workshops giving training tend to become places of permanent employment; has any attempt been made to standardize accounting procedures).

15. Training of Officials.

a. Comment on adequacy of the training programs.

ADDENDUM

1. Summarize recommendations made to officials present at the review.

2. Summarize recommendations made to other officials.

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